



**REACH MS**  
**Mississippi's State Personnel Development Grant**

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*Realizing Excellence for ALL Children in Mississippi*

**MTSS PBIS Tier 1 Team Roles & Responsibilities**

School Year: \_\_\_\_\_

School Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

Team Leader: \_\_\_\_\_ Email: \_\_\_\_\_

Administrator: \_\_\_\_\_ Email: \_\_\_\_\_

District Contact: \_\_\_\_\_

Role	Responsibilities	Team Member
Team Leader	<ul style="list-style-type: none"> <li>facilitates meeting by reviewing purpose and keeping the team focused on the task</li> </ul>	
Administrator	<ul style="list-style-type: none"> <li>assimilate PBIS into existing school efforts</li> <li>plays an active role in the PBIS change process and communicates this commitment</li> <li>identifies how to free staff for participation on the PBIS team</li> </ul>	
Recorder	<ul style="list-style-type: none"> <li>transcribes the team's responses to agenda items on paper or electronically</li> </ul>	
Timekeeper	<ul style="list-style-type: none"> <li>monitors the amount of time available and keeps the team aware of time limits by prompting (i.e., "10 minutes left")</li> </ul>	
Data Specialist	<ul style="list-style-type: none"> <li>trained in entering and accessing data from the discipline data management system</li> </ul>	
Behavior Specialist	<ul style="list-style-type: none"> <li>competent with behavioral principles and assists in analyzing data</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>acts as the point person for communication between the team and staff regarding PBIS and behavior issues</li> </ul>	
Reinforcement	<ul style="list-style-type: none"> <li>schedules, communicates, and coordinates implementation of reinforcement activities</li> </ul>	

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